

**STATE OF ALABAMA
DEPARTMENT OF REVENUE**

**MOTOR VEHICLE DIVISION
MOTOR CARRIER SERVICES**

**TAXPAYER SERVICE CENTER INSTRUCTIONS
FOR
ALABAMA MOTOR CARRIER (AMC) SYSTEM**

APRIL 2011

TAXPAYER SERVICE CENTER INSTRUCTIONS
FOR
ALABAMA MOTOR CARRIER (AMC) SYSTEM

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The Alabama Motor Carrier (AMC) System is utilized to process International Registration Plan (IRP) and International Fuel Tax Agreement (IFTA) transactions.

From the Taxpayer Service Center (TPSC) this system is accessed from the following URL:

http://192.168.10.12:9080/mcs/irp/sign_on_action_start.do

If you need assistance in processing any IRP/ IFTA transaction please contact the Motor Carrier Services Unit at (334) 242-9880. **Please do not provide this number to taxpayers. This number is being provided as an assistance line for TPSC staff only. Taxpayers needing to contact our office should be directed to call (334)242-2999.** Our office may also be reached by email at mcs@revenue.alabama.gov or by fax at (334)242-9073 by service center employees and taxpayers.

Additional IRP/IFTA information and forms, including the Motor Carrier Services Manual, are available on the ADOR website at www.revenue.alabama.gov / Divisions and Services – Motor Vehicle/ FAQs or Forms.

1. Sign-on

The sign-on screen allows users access to the Alabama Motor Carrier (AMC) system. The user will be prompted for their Userid and password. Userids and passwords are assigned by the Motor Carrier Services (MCS) Unit.

http://192.168.10.8:9080/mcs/irp/sign_on_action_start.do - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/sign_on_action_start.do

File Edit View Favorites Tools Help

Enterprise Level

SignOn to Alabama Motor Carrier (AMC) system

868

User Id

Password

Sign On

Forgot Your Password? [click here](#)

ADOR SYSTEM DISCLAIMER

DEPARTMENT OF REVENUE COMPUTER SYSTEMS ARE FOR AUTHORIZED USERS ONLY. This system contains state government information and may contain federal government information and is protected by state and/or federal confidentiality laws.

Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording and analysis of all data being communicated, transmitted, processed or stored in this system by a user.

If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.

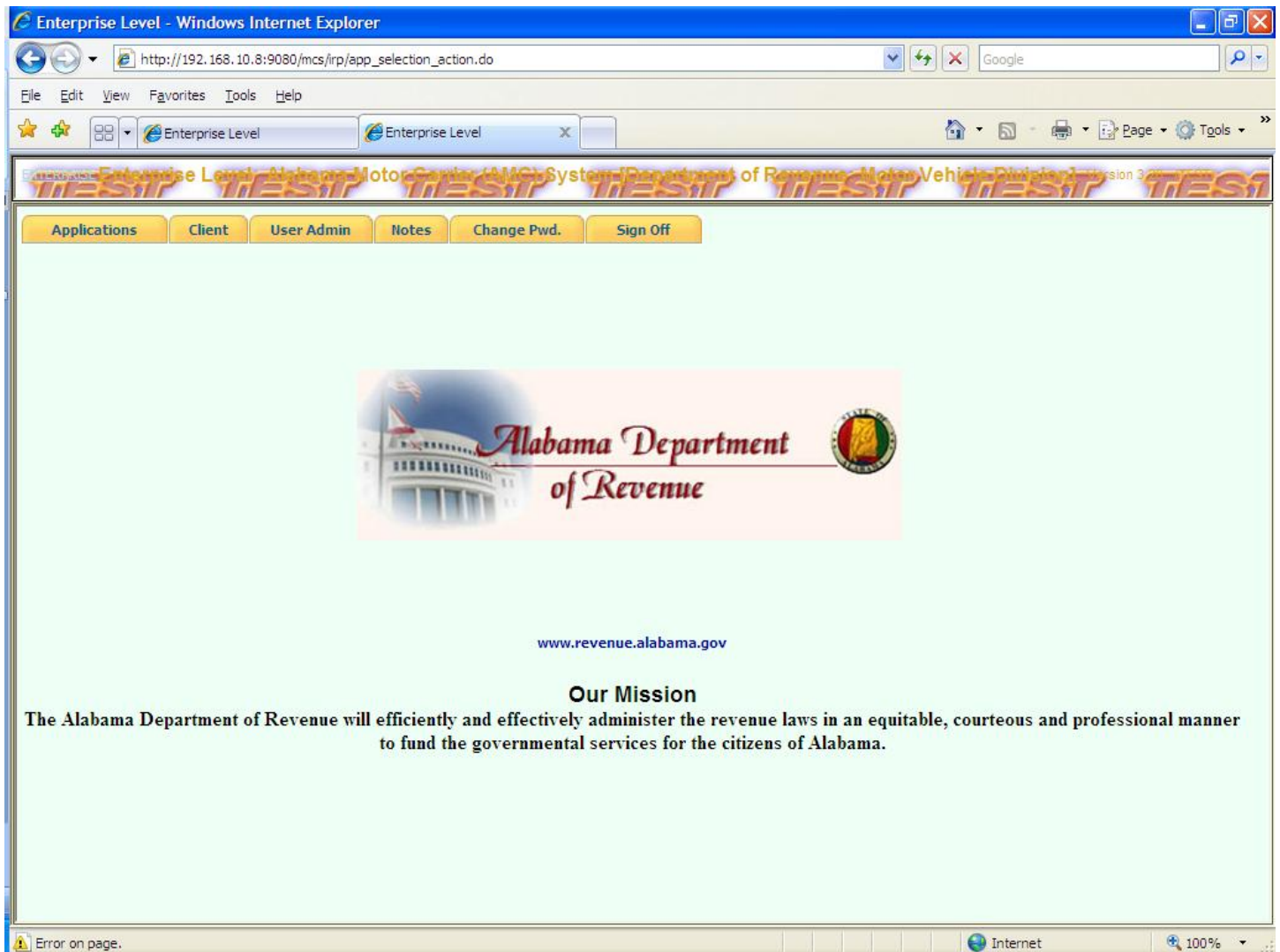
If you need assistance, please contact us at (334) 242-2999 or email us at mcs@revenue.alabama.gov

Internet 100%

If you are a first time user or have had your password reset, you will be directed to a screen to answer a secret question so that your password can be retrieved if forgotten.

2. Enterprise Level Main Menu

After sign-on, the user is presented with the Enterprise Level Main Menu screen containing the appropriate tabs of functionality allowed.



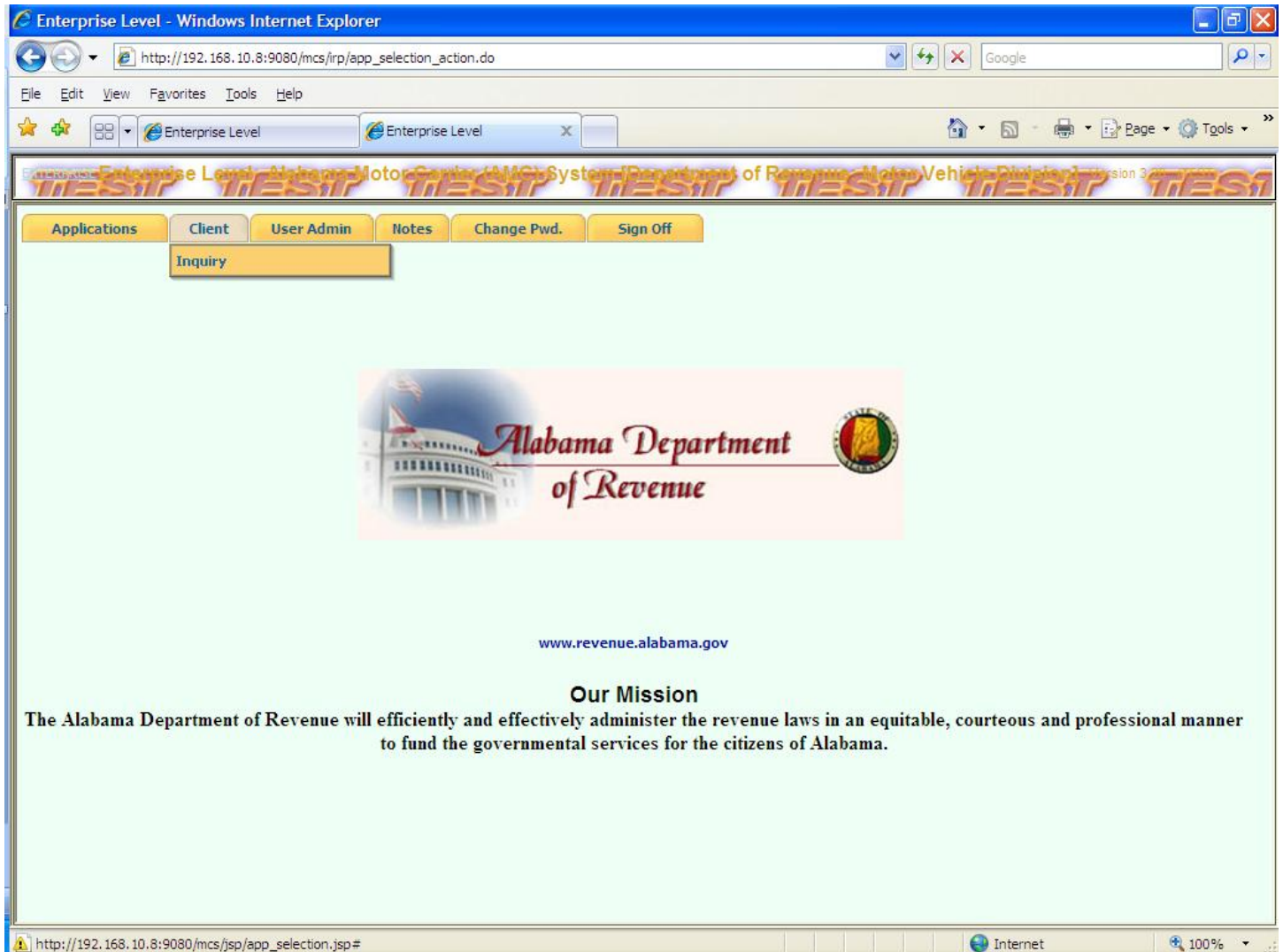
The following options (tabs) are available on the Enterprise Level Main menu:

- **Applications** – Allows the user to select from the IRP or IFTA application menu.
- **Client** – Allows user to search for existing client (taxpayer) record using the Client Search option. A client record must exist before an IRP or IFTA transaction can be processed. In order to create a new client record, a new IRP and/or IFTA account application must be submitted to the MCS Unit.
- **User Admin** – Allows user the ability to look up the taxpayer's password and userid number (Note: the taxpayer's user id will either be their SSN or FEIN).
- **Notes** – Internal messaging system that allows eligible users to send notes to other users.
- **Change Pwd** – Allows a user to change their password.
- **Sign Off** – Allows the user to signoff the system.

3. Enterprise Level Client

Before an IFTA or IRP transaction can be processed, the taxpayer must have an existing client record. If a taxpayer has a client record, but does not know the client ID number, the account can be looked up in the Client Inquiry. In order to search for a client record, click the Client Tab and the inquiry option will be displayed.

Client Inquiry



From the Client Inquiry menu, use one of the following search options to look up the taxpayer’s account. Partial names/numbers may be entered and will return a list of possible matches.

Enterprise Client Search - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Client&activityName=LookUp&action=appSelectionAction&isChild=Y

Client Search

TIN

USDOT No.

Client ID

Client Name

DUMMY

Proceed

Quit

Refresh

Client Inquiry

Client ID	TIN	Client Name	LinkForClient
18916	123456789	DUMMY CARRIER FOR TEST	View

Error on page.

Internet

100%

Select the correct account by clicking on View.

The taxpayer's details will be displayed. An IRP tab and an IFTA tab are located in the lower left-hand side of the screen. The IRP tab displays the taxpayer's IRP account information and the IFTA tab displays the taxpayer's IFTA account information.

Ent Client View Form - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/ent_client_action_start.do?can=18916&node=TESTING&parent=18916&isChild=Y

Client Details

Client ID : 18916

TIN : 123456789

TIN Type : EIN

Client Type : Business

Application Type : IRP IFTA

Status : Active

USDOT No.: 001000001

Escrow allowed: Y

Refund To Escrow: Y

Last Upd Ts: 2008-11-18 15:59:46.437

Last Upd UserID: JMORGAN

Business Client Details

Business Name: DUMMY CARRIER FOR TEST

Business Type: Corporation

Contact Name: TESTING

E-mail Address: TESTING@NET.COM

Phone No.: 334 - 242 - 2999 Ext.:

Fax No.: 334 - 242 - 9073

Efiler:

Reporting Service:

Place of Business:

Street1: 50 N. RIPLEY STREET

Street2:

Jurisdiction: AL - ALABAMA

Country: US

ZIP Code: 36104

City: 010 MONTGOMERY

County: 51 MONTGOMERY COUNTY

Mailing Address

Street1: 50 N. RIPLEY STREET

Street2:

Jurisdiction: AL - ALABAMA

Country: US

ZIP Code : 36104

City: 010 MONTGOMERY

County: 51 MONTGOMERY COUNTY

Comment:

IRP

IFTA

IFTA Detail

Business Type : Corporation

IFTA Account Status : Active

Status Effective : 12-13-2005

Previous IFTA Lic. :

Jurisdiction :

Year :

Previous Suspension/Revocation :

Jurisdiction :

Year :

Owner - 1 Mailing Address

Name: DUMMY ACCOUNT

Title: PRESIDENT

SSN: 0

Internet100%

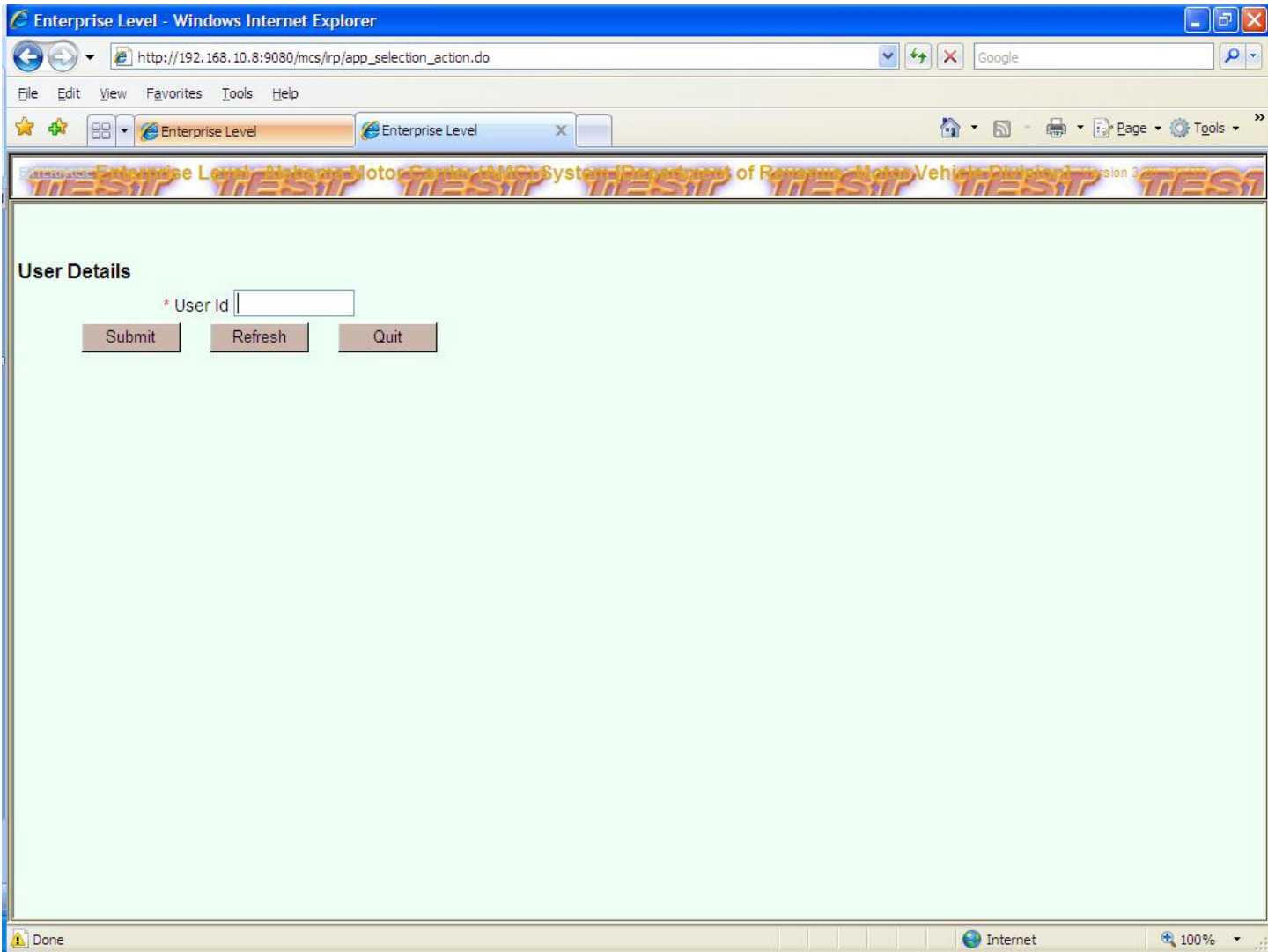
8

4. USER ADMIN

The User Admin Inquiry menu will allow the user to inquire on the taxpayer's userid and password if a taxpayer does not know their userid and password. Once this information is provided to the taxpayer, the taxpayer will be able to **electronically file an IRP/ IFTA application or IFTA Quarterly Tax Return**, pay for his IRP/ IFTA transactions and print credentials using the TPSC kiosk or “e-file” machine.



From the User Admin Inquiry menu, enter the taxpayer identification number (TIN).



The following information should be displayed. After verifying the identity of the taxpayer, provide the taxpayer his/her user id and password.

Enterprise Level - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do

Enterprise Level

Enterprise Level

Enterprise Level - Alabama Motor Carrier (AMC) System (Department of Revenue - Motor Vehicle Division) Version 3.26 - 01/2011

View User Details

User Details

User Id: 123456789

Password: 11000112

User Name: DUMMY CARRIER FOR TEST

User Type: EXTERNAL USER

User Group: CARRIER

User Level: NORMAL

E-mail Address: TESTING@NET.COM

Application Type : IRP IFTA

Phone No.: 334 - 242 - 2999 Ext.:

Fax No. 334 - 242 - 9073

Office Location:

User Status: ACTIVE

User personalization

Wizard Approach? Wizard

Show Favorite? No

Display Message? Yes

Select Screen Theme Default

Default Application ---

Address Details

Street1: 50 N. RIPLEY STREET

Street2:

City: MONTGOMERY

Jurisdiction: AL - ALABAMA

ZIP Code: 36104

Quit

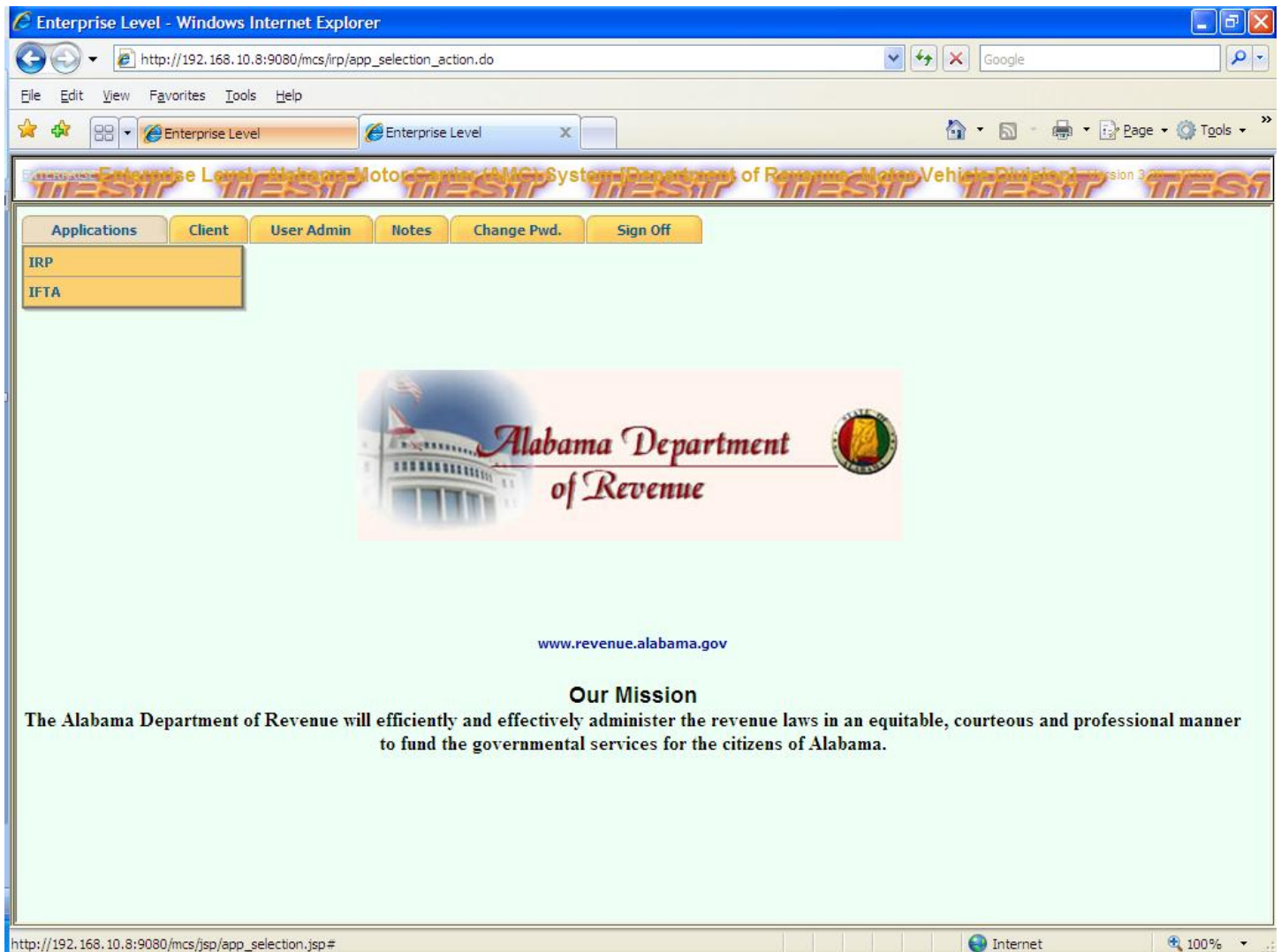
Done

Internet

100%

5. APPLICATIONS

The IRP and IFTA menus are accessed through the Applications Tab.



TURN OFF POP-UP BLOCKER - Documents will not be displayed or printed if popup blocker is on. To turn off pop-up blocker: select TOOLS from the Internet Explorer menu bar, select Pop-Up Blocker and Turn off Pop-up blocker. If you choose to print, the document should print on your Windows default printer.

A. IRP – Three tabs are available on this level – WIP, Inquiry, and Reprint.



WIP is “Work In Progress.” Select this tab if a transaction has already been processed on the system and the taxpayer wants to make a payment. Note: the taxpayer should have a billing notice that contains the account, fleet, year and supplement number.

Enter the taxpayer’s account number and click on the “Next” button.

IRP Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Applications&activityName=Irp&action=appSelect

File Edit View Favorites Tools Help

Enterprise Level IRP Module

IRP Module Alabama Motor Carrier (AMC) System [Department of Revenue Motor Vehicle Division]

Instructions -- Click to See / Hide

- Enter all required fields and click "Next" button. Field(s) marked with * are required fields.
- If list is shown below, select the appropriate Fleet.
- The "Quit" button is used to stop processing the supplement. Unsaved data is lost.
- The "Refresh" button will discard any changes you made since this screen was displayed.

Search Supplement

* Account No. Fleet No.

Fleet Expiry Year Supplement No.

Work in Progress

TEST

Done Internet 100%

The taxpayer's billing details will appear. An instruction bar also appears at the top of the screen. Click on the arrow on the right hand side of the instruction bar if you would like to view the instructions. No updates can be made on this screen.

IRP Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Applications&activityName=Irp&action=appSelect

Enterprise Level IRP Module

Alabama Motor Carrier (AMC) System [Department of Revenue Motor Vehicle Division] Page 2/6 (TEST)

Instructions -- Click to See / Hide

- Click the "Display Inv" button to view the billing invoice & print if needed.
- Click the "Next" button to pay the bill online.
- Click "Back" button to cancel bill and correct information.
- The "Quit" button will stop processing Unsaved data will be lost.

Billing Details

Account No.	18916	Client Name	DUMMY CARRIER FOR
Fleet No.	1	Expires In	4 / 2012
Reg. Months	13	Number of Registered Vehicles	1
Supplement No.	0	Supplement Desc.	NEW FLEET
Supplement Status Desc.	INVOICED	Supplement Effective Date (mm/dd/yyyy)	04 / 11 / 2011
* Bill Receipt Date (mm/dd/yyyy)	04 / 11 / 2011	* Invoice Date (mm/dd/yyyy)	04 / 11 / 2011

Credit Applied	0.00	Client Credit	0.00
IRP Fee	1116.65	Shipping Fee	2.00
Cab Card Fee	1.25	Replace Tag Fee	0.00
Dues Fee	0.50	Non-Use Fee	0.00
Penalty Fee	0.00	Interest	0.00
Total Due	1120.40	Manual Adj. Base Jur.	0.0
Net Amount Due	1120.40		

TEAR required ☒

Quit Next

Done Internet 100%

Click on the "Display Inv" button to view the invoice or to print the invoice.

The following billing notice should appear. If not, please refer to the instructions on page 11 for turning off the pop-up blocker.



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL REGISTRATION PLAN

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

IRP BILLING INVOICE

To : DUMMY CARRIER FOR TEST
DBA :
Address : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

Invoice # : 377530
Invoice Date : 04/11/2011
Client # : 18916
Fleet # : 1
Supplement # : 0
Registration Mo./Yr. : 4/2012
Supplement Type : NEW FLEET
Number Reg Months : 13
Invoiced Vehicles : 1
Exchange Rate : 1.0233
Exchange Rate Date : 03/29/2011

FEE TYPES	AMOUNT	TOTAL
Shipping Fees	\$2.00	
Cab Card Fees	\$1.25	
Replacement Plate	\$0.00	
IRP Dues	\$0.50	
Non Use Fees	\$0.00	
Citation Fees	\$0.00	
Penalty	\$0.00	
Interest	\$0.00	
Total Administration Fees Due		\$3.75
Registration Due Base Jurisdiction	\$328.90	
Base Jurisdiction Credit Amount	\$0.00	
Total Net Due Base Jurisdiction		\$328.90
Amount Due Foreign Jurisdictions	\$787.75	
Foreign Jurisdiction Credit Amount	\$0.00	
Total Net Due Foreign Jurisdiction		\$787.75
Total Supplement Amount	\$1120.40	
Client Credit Consumed	\$0.00	
Total Supplement Due		\$1120.40

ANY PAYMENT OF \$750 OR MORE MUST BE REMITTED ELECTRONICALLY. PAYMENTS LESS THAN \$750 MAY BE MADE BY CERTIFIED CHECK, CASHIERS CHECK, OR MONEY ORDER. PAYMENTS MADE IN PERSON MAY INCLUDE CASH AND CREDIT CARDS. **DO NOT SEND CASH IN THE MAIL.** PLEASE MAKE CHECKS PAYABLE TO: **ALABAMA DEPARTMENT OF REVENUE.** PAYMENT MUST BE RECEIVED BY 04/26/2011 OR PENALTY AND INTEREST WILL BE DUE. YOUR CREDENTIALS WILL BE ISSUED ONLY IF THE PAYMENT IS ACCOMPANIED BY THE ITEMS CHECKED BELOW:

----- TITLE DOCUMENTATION
XX HEAVY VEHICLE USE TAX FORM 2290
XX PROPERTY TAX DOCUMENTATION(ad valorem)
----- SALES/USE TAX DOCUMENTATION
----- NONUSE AFFIDAVIT
----- COUNTY/IRP TAG
XX MCS150 FORM
----- LEASE AGREEMENT
----- OTHER

Please go to our website at <https://amcprod.celtic.bz/mcs> to electronically pay for your transaction and print your credentials..

Click the “Next” button on the billing detail screen to proceed to the Payment Collection screen.

IRP Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Applications&activityName=Irp&action=appSelect

Enterprise Level

IRP Module

IRP Module Alabama Motor Carrier (AMC) System [Department of Revenue Motor Vehicle Division]

Instructions -- Click to See / Hide

- Select "Credit Card" or "E-Check" for payment of bill by clicking on the circle next to the payment type you wish to use.
- Once payment type selected, click "Next".
- After successful payment, you will be redirected to the payment confirmation page. Please proceed from this page to collect your credentials online.

Payment Collection

Client ID : 18916 Business Name : DUMMY CARRIER FOR

Payment ID : 207863 Payment Date : 04 / 11 / 2011

Fees Section

Total Due : 1120.40 Applied Escrow Credit : 0.00

Escrow Credit Balance : 0.00

Payment Section

Payment Type Amount No.

Mail In

Account Credit : ☒ Refund : ☐

Overpayment Amount :

Add Payment Type Delete Checked Payment

Quit Refresh Next

Select payment type from the drop down menu, enter the payment amount, payment number and click “Next.” You will be redirected to the payment confirmation page. If required documents are still outstanding, a document shortage notice will be displayed. The document shortage notice will reflect any items still needed before credentials will be issued. These items will have to be submitted to the MCS office before credentials can be released. Documents may be faxed to the MCS office; however, the documents will be processed in the order that they are received. If the taxpayer has previously provided all required documents, credentials will be displayed.

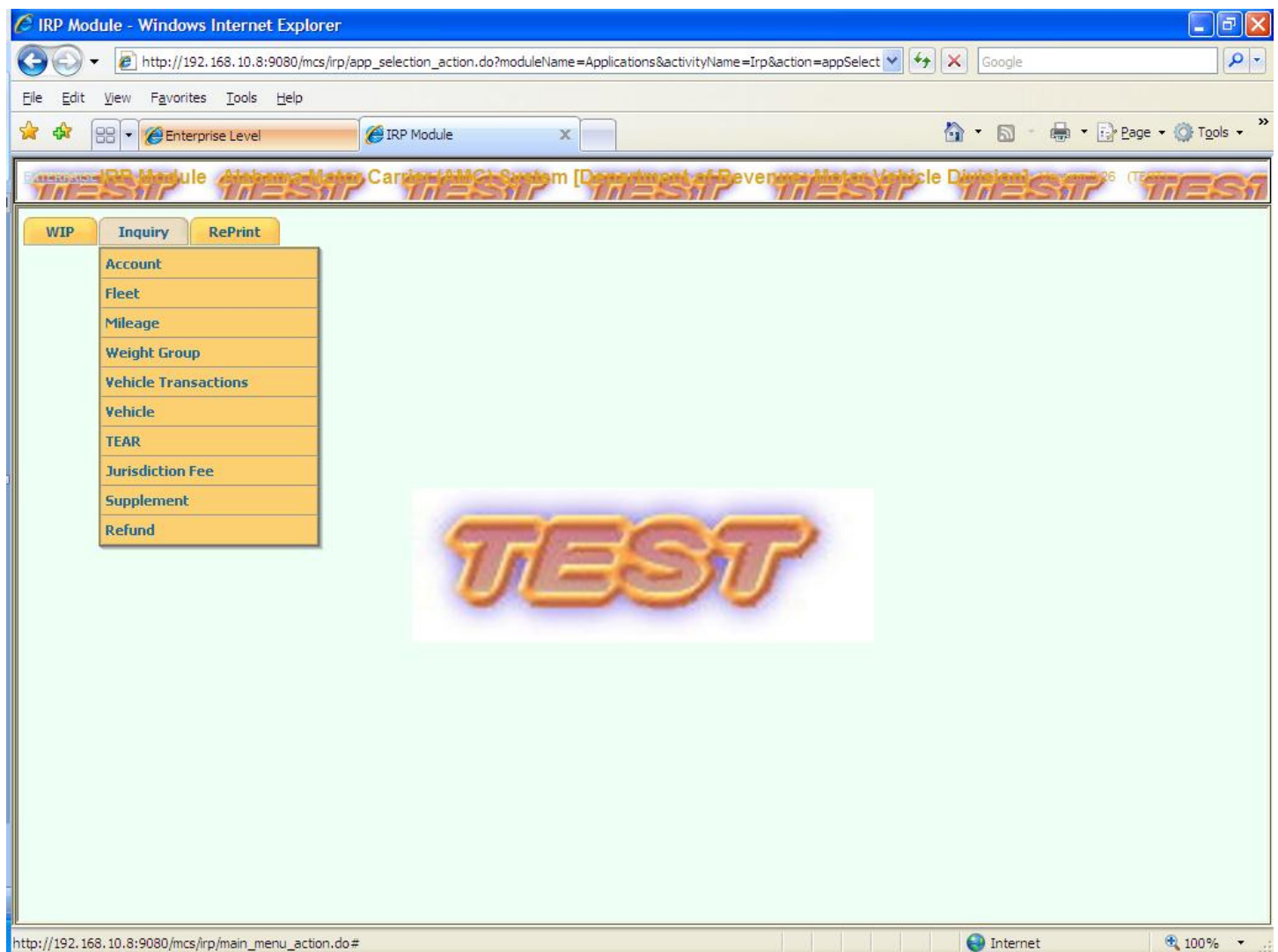
NOTE: IF CREDENTIALS ARE NOT GENERATED, DO NOT ATTEMPT TO RESUBMIT PAYMENT.

DO NOT POST ANY PAYMENT MORE THAN ONCE.

The “Quit” button can be used to stop processing at any time during the transaction. Note: when the quit button is selected all work will be lost.

INQUIRY

The following options are available under the Inquiry tab.



Account – Use this option to look up the taxpayer’s account information.

Fleet – Use this option to look up the taxpayer’s fleet information by license year.

Mileage – Use this option to look up the taxpayer’s reported mileage by fleet for each license year.

Weight Group Inquiry – Use this option to look up the registered weights by fleet and license year.

Vehicle Transactions – Use this option to view the registration details for each registered vehicle.

Vehicle – Use this option to look up any active or deleted vehicles on the taxpayer’s fleet.

TEAR – Use this option to view any Temporary Evidence of Apportioned Registration (TEAR) that has been issued.

Jurisdiction Fee – Use this option to look up the jurisdiction fees for each fleet, supplement and license year.

Supplement – Use this option to view a history of the taxpayer’s supplements.

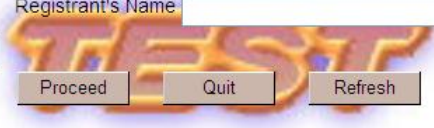
Refund – Use this option to determine if a refund is available for the taxpayer.

Fleet Search - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/main_menu_action.do?moduleName=Fleet&activityName=Inquiry&action=mainMenuAction&isChild=Y


Account Search
Account No.
TIN
Do Business As

Fleet Inquiry
Fleet No.
Expiry Year
USDOT No.

Registrant's Name


Search Tree

Account No.	Fleet No.	Fleet Exp Month	Fleet Exp Year	Registrant's Name.	LinkForFleet
<u>18916</u>	1	4	2012	DUMMY CARRIER FOR TEST	View



Done Internet 100%

For any of the above listed inquiry options enter the account number and click “proceed”. Select the record for which you are searching by clicking “View”. Note: clicking on any of the column headings will sort the data in ascending or descending order.

REPRINT

The Reprint option allows the user to print the following documents. The boxes with the asterisk “*” are required fields. Note: only available documents may be reprinted.



Reprint Invoice - Enter the required information. Use the drop down box and select the type of invoice: Fees by Jurisdiction, Fees by Unit, or Fees by Unit and Jurisdiction. Click “Proceed” and the invoice will be displayed on the screen. Click the print icon to send the invoice to the Windows default printer.

IRP Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Applications&activityName=Irp&action=appSelect

Enterprise Level

IRP Module

Alabama Motor Carrier (AMC) System [Department of Revenue Motor Vehicle Division] Version 3.06 (TEST)

RePrint Module

RePrint Invoice

* Account No.

* Fleet No.

* Fleet Expiry Year

Supplement No.

Fleet Expiry Month

Invoice Report Type

Electronic Delivery Type

Below is a sample IRP Invoice



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL REGISTRATION PLAN

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

IRP BILLING INVOICE

To : DUMMY CARRIER FOR TEST
DBA :
Address : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

Invoice # : 377530
Invoice Date : 04/11/2011
Client # : 18916
Fleet # : 1
Supplement # : 0
Registration Mo./Yr. : 4/2012
Supplement Type : NEW FLEET
Number Reg Months : 13
Invoiced Vehicles : 1
Exchange Rate : 1.0233
Exchange Rate Date : 03/29/2011

FEE TYPES	AMOUNT	TOTAL
Shipping Fees	\$2.00	
Cab Card Fees	\$1.25	
Replacement Plate	\$0.00	
IRP Dues	\$0.50	
Non Use Fees	\$0.00	
Citation Fees	\$0.00	
Penalty	\$0.00	
Interest	\$0.00	
Total Administration Fees Due		\$3.75
Registration Due Base Jurisdiction	\$328.90	
Base Jurisdiction Credit Amount	\$0.00	
Total Net Due Base Jurisdiction		\$328.90
Amount Due Foreign Jurisdictions	\$787.75	
Foreign Jurisdiction Credit Amount	\$0.00	
Total Net Due Foreign Jurisdiction		\$787.75
Total Supplement Amount	\$1120.40	
Client Credit Consumed	\$0.00	
Total Supplement Due		\$1120.40

ANY PAYMENT OF \$750 OR MORE MUST BE REMITTED ELECTRONICALLY. PAYMENTS LESS THAN \$750 MAY BE MADE BY CERTIFIED CHECK, CASHIERS CHECK, OR MONEY ORDER. PAYMENTS MADE IN PERSON MAY INCLUDE CASH AND CREDIT CARDS. **DO NOT SEND CASH IN THE MAIL.** PLEASE MAKE CHECKS PAYABLE TO: **ALABAMA DEPARTMENT OF REVENUE.** PAYMENT MUST BE RECEIVED BY 04/26/2011 OR PENALTY AND INTEREST WILL BE DUE. YOUR CREDENTIALS WILL BE ISSUED ONLY IF THE PAYMENT IS ACCOMPANIED BY THE ITEMS CHECKED BELOW:

TITLE DOCUMENTATION
XX HEAVY VEHICLE USE TAX FORM 2290
XX PROPERTY TAX DOCUMENTATION(ad valorem)
SALES/USE TAX DOCUMENTATION
NONUSE AFFIDAVIT
COUNTY/IRP TAG
XX MCS150 FORM
LEASE AGREEMENT
OTHER

Please go to our website at <https://amcprod.celtic.bz/mcs> to electronically pay for your transaction and print your credentials..

Please note any documents required to complete the transaction for the taxpayer will be marked with an XX in the list of documents above.

Reprint Cab Card –Enter the required information. Click “Proceed” in order to view a list of the taxpayer’s vehicles. Click on the selected unit and click “Proceed.” The cab card will now appear on the screen. Click the print icon to send the document to the Windows default printer.

If a copy of the cab card is needed for all vehicles in the fleet, select the “reprint all vehicle” box under “Electronic Delivery Type” and click “Proceed.” You must enter the Supplement number to use this option.

IRP Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/irp/app_selection_action.do?moduleName=Applications&activityName=Irp&action=appSelect

Enterprise Level

IRP Module

IRP Module Alabama Motor Carrier (AMC) System [Department of Revenue Motor Vehicle Division] Version 2.06 (TEST)

RePrint Module

RePrint Cab Card

* Account No.18916

* Fleet No.1

* Fleet Expiry Year2012

Supplement No.

Fleet Expiry Month

VIN

Tag

Unit No.

Electronic Delivery TypeD-PDF

RePrint All Vehicle

Proceed

Refresh

Quit

Help

Unit No.	VIN	Tag	Sup No.
2	1HTMMAANX2H404727	1044290	1
1	1XPXDBEX08N753593	1044289	0

DoneInternet100%

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revnuc.alabama.gov)

REGISTRANT: DUMMY CARRIER FOR TEST

MOTOR CARRIER: **DUMMY CARRIER FOR TEST**

DBA:

USDOT: 9900001

ADDRESS: 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

ADDRESS: 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

ACCOUNT	FLEET	SUPP	REG YEAR	REG DATE	DATE EXPIRED	ENFORCE DATE
18916	1	1	2012	04/11/2011	4/30/2012	05/01/2012

OWNER/LESSOR/TESTING

PLATF	TYPE	FUEL	UNIT	VIN	MODEL	AXLES	MAKE	UNLADEN WGT	COMBINED WGT
1044290	TK	D	2	1HTMMAANX2H404727	2002	2	INTL	17000	33000

The vehicle described has been proportionally registered between the State of Alabama and the jurisdictions shown below :

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
AL	33000	FL	33000	GA	33000	LA	33000
MS	33000	NC	33000	SC	33000	TN	33000
TX	33000						

* QUAL indicates that the vehicle is registered at a weight greater than 80,000 pounds in Alabama.

It is the registrant's responsibility to ensure that the information listed on the IRP cab card is correct.

The apportioned registration cab card must be carried in the vehicle to which it is issued and must be presented on demand, for inspection by law enforcement officers.

Alabama law requires that current proof of liability insurance coverage and a current and valid registration receipt be carried within the vehicle.

Possession of this document declares that the registrant has knowledge of federal motor carrier safety regulations and federal hazardous materials regulations adopted by the State of Alabama.



DUMMY CARRIER FOR TEST
50 N. RIPLEY STREET
MONTGOMERY AL 36104

Reprint TEAR (Temporary Evidence of Apportioned Registration) - Enter the required fields. Click "Proceed" and the TEAR will be displayed. Click the print icon to send the document to the Windows default printer.

Below is a sample TEAR



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL REGISTRATION PLAN

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

TEMPORARY EVIDENCE OF APPORTIONED REGISTRATION

REGISTRANT : DUMMY CARRIER FOR TEST
DBA :
ADDRESS : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

ACCOUNT : 18916
FLEET : 1
SUPPLEMENT : 1
EXP Mo./Yr. : 4/2012
TEAR : 125-66-1109-290572
TEAR Seq : 16168

MOTOR CARRIER : DUMMY CARRIER FOR TEST
USDOT : 9900001
ADDRESS : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

DATE ISSUED : 04/11/2011 DATE BEGINS : 04/11/2011 DATE EXPIRES : 06/10/2011

THE ABOVE REGISTRANT IS AUTHORIZED TO OPERATE THE FOLLOWING VEHICLE IN THE JURISDICTIONS AT THE WEIGHT LISTED BELOW PENDING ISSUANCE OF PERMANENT ALABAMA REGISTRATION CREDENTIALS. ANY ALTERATION VOIDS THIS TEMPORARY AUTHORIZATION

UNIT	MODEL	MAKE	VIN
2	2002	INTL	1HTMMAANX2H404727

JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT	JUR	WEIGHT
AL	33000	FL	33000	GA	33000	LA	33000	MS	33000
NC	33000	SC	33000	TN	33000	TX	33000		

AUTHORIZED BY

J. Starling

IF YOU HAVE NOT RECEIVED YOUR LICENSE PLATE AND/OR CAB CARD 10 DAYS PRIOR TO THE EXPIRATION DATE PLEASE CONTACT THE MOTOR CARRIER SERVICES OFFICE AT (334) 242-2999

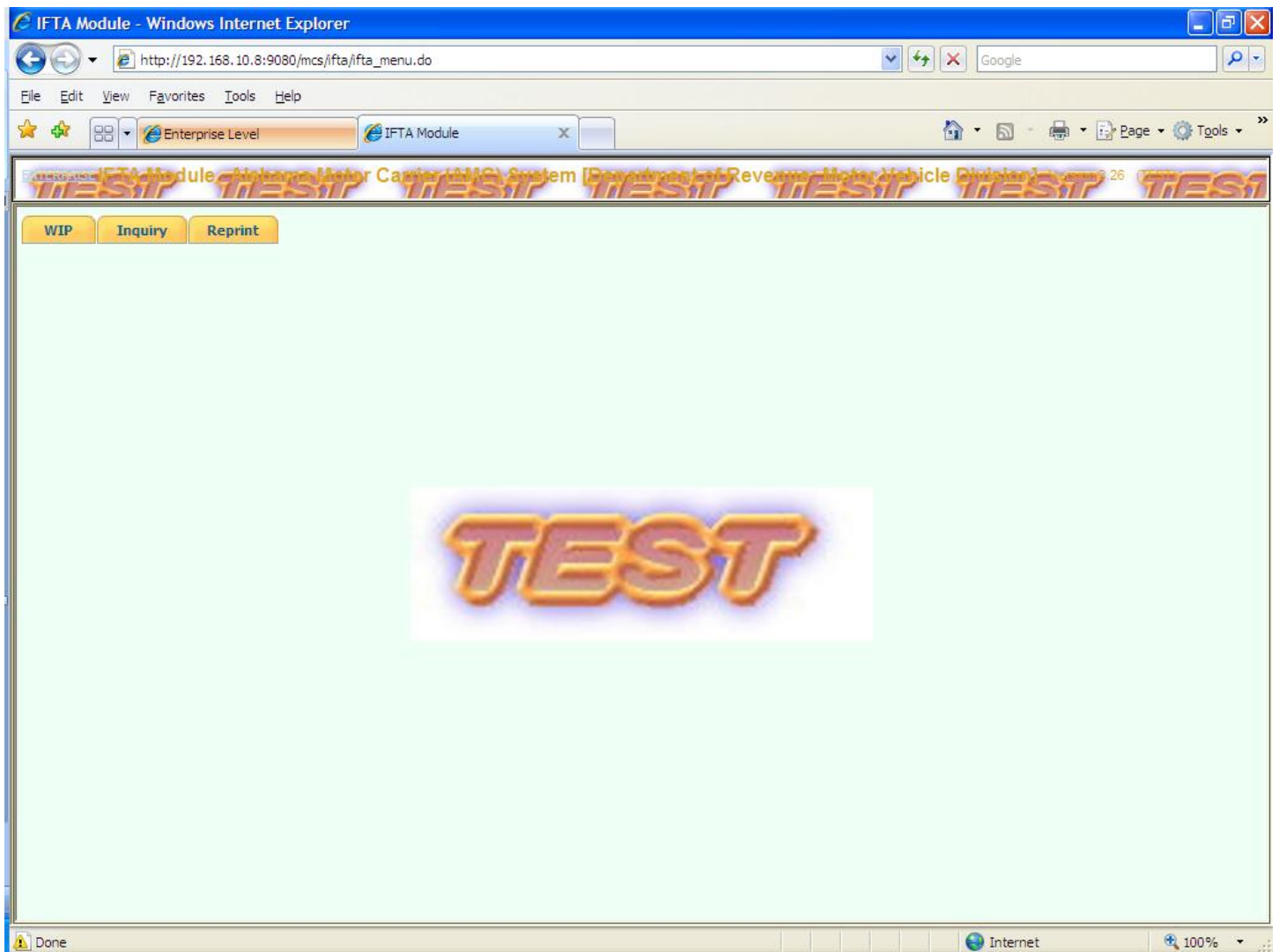
Reprint Renewal Application – Enter the required fields which include the account number, renewal month, and year. For the year you will enter the current year in order to print the application for the renewal year. For example, in 2009 to reprint a renewal application for 2010 you will enter 2009 for the year. **The taxpayer cannot process a renewal application online until the first day of his month of renewal.** Once you have entered the required field click “Proceed” and the renewal application will be displayed. Click the print icon to send the document to the Windows default printer.

Reprint Refund Letter – Enter the required fields. Click “Proceed” and the refund request letters will be displayed. Click the print icon to send the document to the Windows default printer.

Reprint Shipping Document – Enter the required fields. Select the Fleet Number and click “Proceed.” A copy of the document is displayed. Click the print icon to send the document to the Windows default printer.

B. IFTA

There are three options under IFTA: WIP, Inquiry, and Reprint.



WIP — WIP or Work In Progress. Select this tab if a transaction has already been processed in the Taxpayer’s account and the taxpayer wants to make a payment. The options available under WIP are: Search Supplement, Tax Return, Audit, and WIP Temp Permit. Note: the taxpayer should have a billing invoice that contains the taxpayer id number, fleet number, license year and supplement number.



Search Supplement – This option allows the user to post payment for a new account, renewal, or additional decal supplement. Enter the taxpayer identification number (TIN) or Client number and click “Proceed.” If a supplement has already been paid, the message “No open supplement found to continue” will appear. If a supplement is still open, the following IFTA Payment Details page will appear. An instruction bar also appears at the top of the screen. Click on the arrow on the right hand side of the instruction bar if you would like to view the instructions. No updates can be made on this screen. Click the “Proceed” button to continue.

IFTA Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/ifta/ifta_menu.do

Enterprise Level IFTA Module

IFTA Module - Alabama Motor Carrier (AMC) System [Department of Revenue - Motor Vehicle Division] Version 26

- Field(s) marked with * are required fields.
- Note: Turn off popup blocker.
 - For Internet Explorer go to "Tools" -> "Pop-up Blocker" -> "Turn off popup blocker?"
 - For Fire Fox go to "Tools" -> "Options...", now select "Content" Tab and uncheck "Block pop-up windows?"
 - If you have any toolbar installed (like "Yahoo Tool Bar" or "Google Tool Bar") please remove pop-up blocker from the tool bar.

Account Fleet Jurisdiction **Billing** Payment Permit Credentials Main Menu

IFTA Payment Details

TPID : AL12345678901 Registrant's Name : DUMMY CARRIER FOR

Fleet No. : 1 Exp. Year : 2011

Client Id : 18916 Supplement Desc. : NEW ACCOUNT

Supplement No. : 0 Supplement Status Desc. : INVOICED

Invoice No. : 377533 Receipt Date : 04 / 11 / 2011

Fees Section

License Fee : 0.00 Decals Fee : 34.00

Total Due : 34.00

Credential Assignment Type

Electronic Delivery Type : D-PDF Shipping Type : Mail

Credentials Issued on : 04 / 11 / 2011

Proceed Quit Refresh

A confirmation IFTA Payment Detail screen will be displayed. After confirming the payment details, click the “Proceed” button.

IFTA Module - Windows Internet Explorer
http://192.168.10.8:9080/mcs/ifta/ifta_menu.do

Instructions -- Click to See / Hide

- Field(s) marked with * are required fields.
- Note: Turn off popup blocker.
 - For Internet Explorer go to "Tools" -> "Pop-up Blocker" -> "Turn off popup blocker"
 - For Fire Fox go to "Tools" -> "Options...", now select "Content" Tab and uncheck "Block pop-up windows?"
 - If you have any toolbar installed (like "Yahoo Tool Bar" or "Google Tool Bar") please remove pop-up blocker from the tool bar.

IFTA Payment Details

TPID : AL12345678901	Client Id : 18916
Registrant's Name : DUMMY CARRIER FOR TEST	Fleet No. : 1
Exp. Year : 2011	Supplement No. : 0
Supplement Desc. : NEW ACCOUNT	Supplement Status Desc. : INVOICED
Invoice No. : 377533	Receipt Date : 04/11/2011

Fees Section

License Fee : 0.00	Decals Fee : 34.00
Total Due : 34.00	

Credential Assignment Type

Electronic Delivery Type : D-PDF	Credentials Issued on : 04 / 11 / 2011
Shipping Type : Mail	

[Proceed](#) [Back](#)

The following payment collection screen should appear.

IFTA Module - Windows Internet Explorer

http://192.168.10.8:9080/mcs/ifta/ifta_menu.do

Enterprise Level IFTA Module

TEST TEST TEST TEST TEST TEST TEST TEST

Instructions -- Click to See / Hide

- Select "Credit Card" or "E-Check" for payment of bill by clicking on the circle next to the payment type you wish to use.
- Once payment type selected, click "Next".
- After successful payment, you will be redirected to the payment confirmation page. Please proceed from this page to collect your credentials online.

Payment Collection

Client ID : 18916 Business Name : DUMMY CARRIER FOR

Payment ID : 207867 Payment Date : 04 / 11 / 2011

Fees Section

Total Due : 34.00 Applied Escrow Credit : 0.00

Escrow Credit Balance : 0.00

Payment Section

Payment Type: Mail In Amount: No.

Account Credit : ☒ Refund : ☐

Overpayment Amount :

Add Payment Type Delete Checked Payment

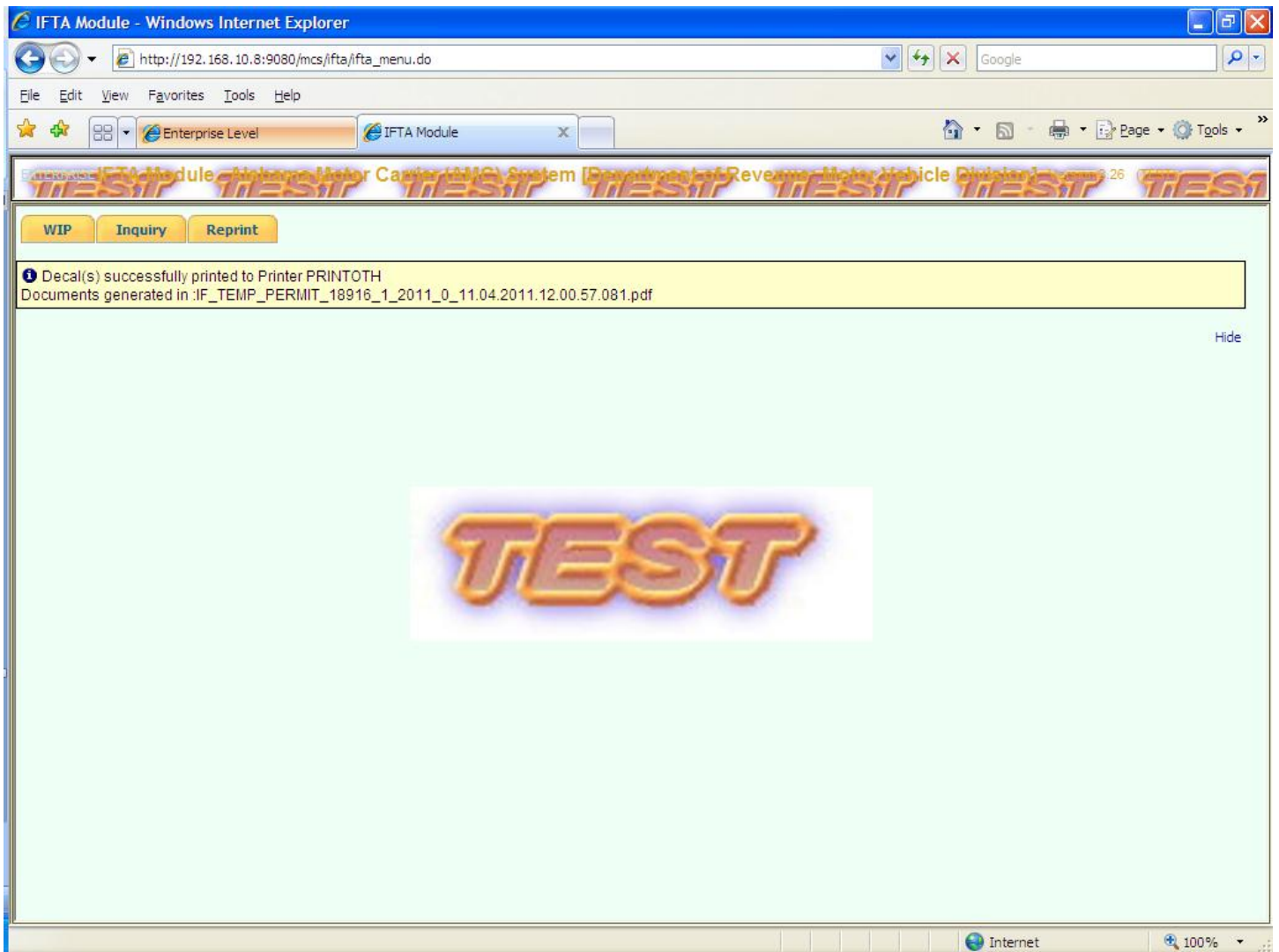
Quit Refresh Next

Select payment type from the drop down menu, enter the payment amount, payment number and click “Next.” The Payment Collection verification screen will be displayed for viewing payment details. Click the “Finish” button to complete the payment process.

DO NOT POST ANY PAYMENT MORE THAN ONCE.

The “Quit” button can be used at any time to cancel the transaction.

This following message will show that the decals are printed in the MCS office to be mailed to the taxpayer.



A temporary permit should be displayed on the screen when payment is processed. Note: Temporary Permits are not issued on IFTA License Application Renewal Supplements. If a Temporary Permit was not displayed, please refer to the instructions below for WIP Temp Permit.

Tax Return- Using this option, bill amounts for quarterly tax return liabilities can be paid. Enter the taxpayer identification number (TIN) or Client number and click “Next.” If the bill has been paid, the message “No records found” will appear. If the return(s) has not been paid, a list of all unpaid returns will appear. Use the drop down boxes to select the desired return from the list below, select the correct return and click “Next”.

Select payment type from the drop down list, enter the payment amount, payment number and click “Next.” The Payment Collection verification screen will appear. Verify the payment information and click the “Finish” button to complete the payment process.

DO NOT POST ANY PAYMENT MORE THAN ONCE.

The “Quit” button can be used to cancel the transaction at any time.

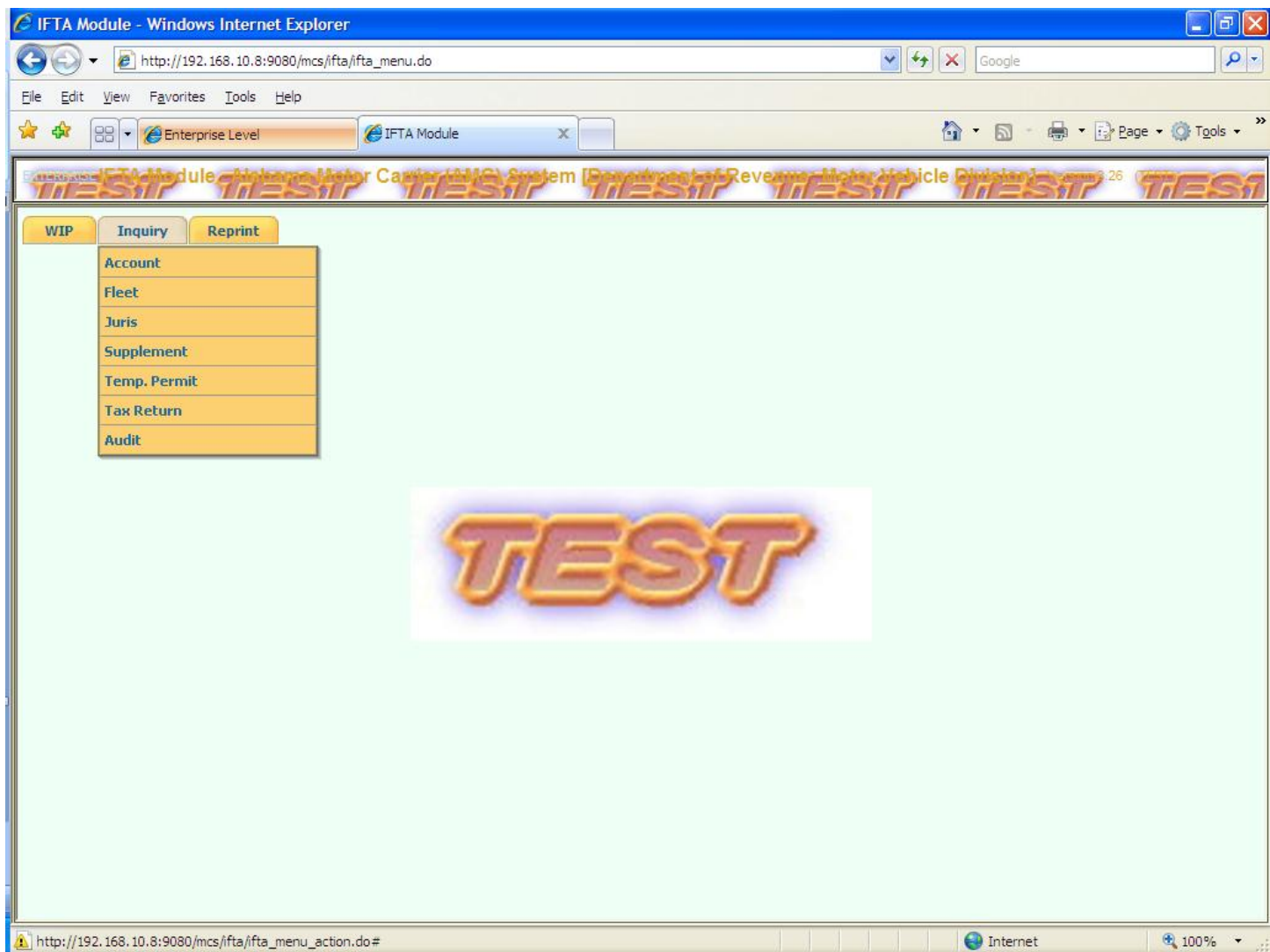
Audit – Using this option, the taxpayer’s audit liability can be paid. Enter required information and click “Proceed”. The audit payment collection screen will appear. Select payment type from the drop down list, enter the payment amount, payment number and click “Next.” Verify the payment information on the Payment Verification Screen and click the “Finish” button to complete the payment process.

DO NOT POST ANY PAYMENT MORE THAN ONCE.

The “Quit” button can be used to cancel the transaction at any time.

WIP Temp Permit – If a Temporary Permit was not displayed after payment was processed through the Search Supplement WIP, this option can be used to generate a Temporary Permit for which the taxpayer may operate until the IFTA Decals are received through the mail. Note: Temporary Permits are not provided for IFTA License Renewal Applications. Enter the required information and click “Proceed.” Enter the vehicle information to generate the temporary permit.

Inquiry- The following seven tabs are located under Inquiry: Account, Fleet, Juris, Supplement, Temp. Permit, Tax Return and Audit.



Account – This option will allow any taxpayer’s IFTA account information to be viewed.

Fleet – This option will allow any taxpayer’s IFTA fleet information to be viewed.

Juris – This option will allow any taxpayer’s IFTA jurisdictional information to be viewed.

Supplement – This option will allow any taxpayer’s IFTA supplement information to be viewed.

Temp. Permit – This option will allow any taxpayer’s Temporary Fuel Permit information to be viewed.

Tax Return – This option will allow any tax returns filed by a taxpayer to be viewed.

Audit – This option will allow any audit information relating to a taxpayer’s IFTA account to be viewed.

Account Search - Windows Internet Explorer

http://192.168.10.8:9080/mcs/ifta/ifta_menu_action.do?moduleName=Account&activityName=Inquiry&action=iftaMenuAction&isChild=Y

Client Search

TIN

Client Id

Client Name

Account Inquiry

Search Tree

Account(s) available

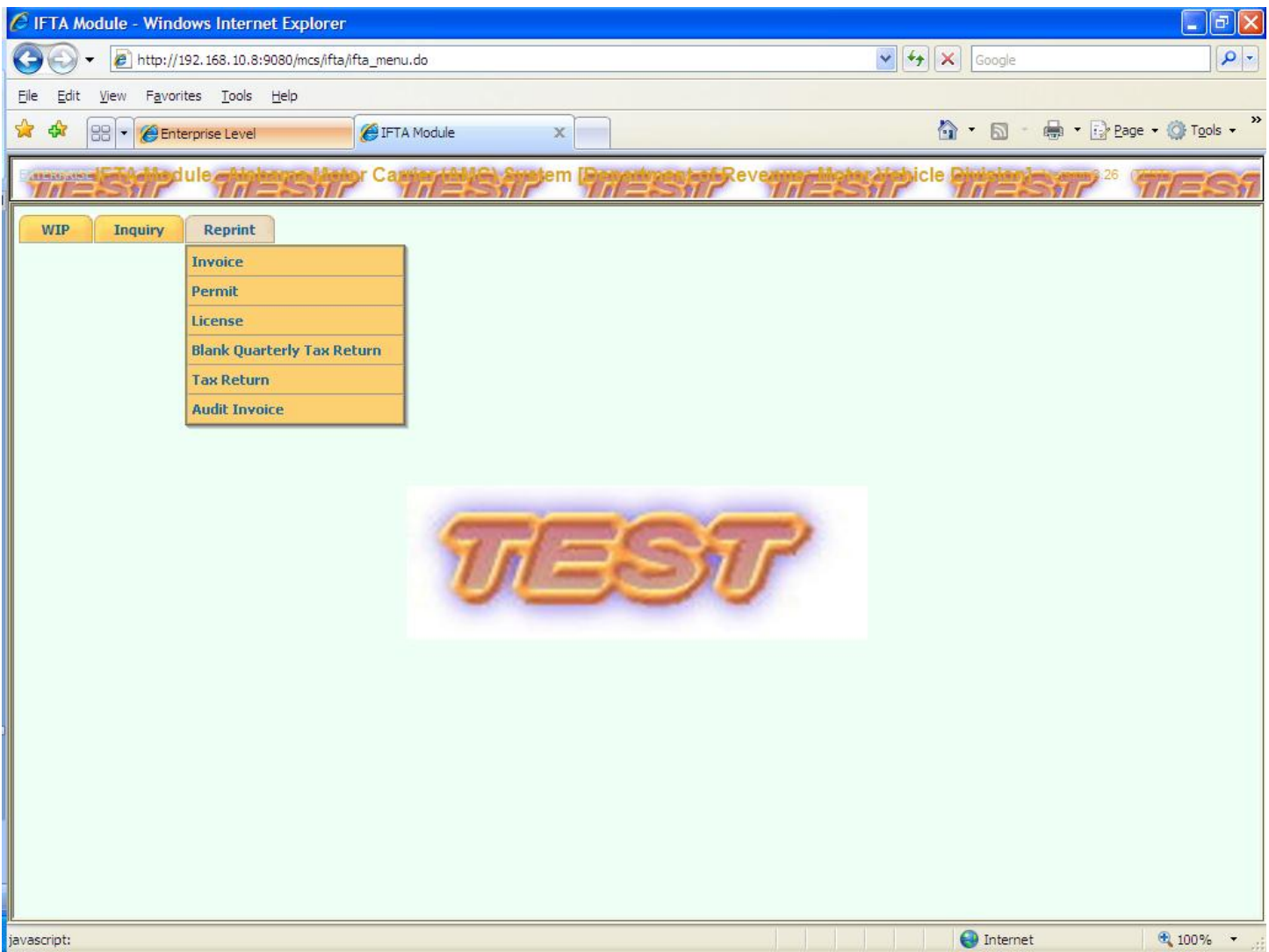
Client ID	Licensee Name	AccountView
18916	DUMMY CARRIER FOR TEST	View

Hide

For any of the above listed inquiry options enter the account number and click “proceed”. Select the record for which you are searching and click “View”. Note: clicking on any of the column headings will sort the data in ascending or descending order.


Reprint

Six tabs are located under the Reprint menu: Invoice, Permit, License, Blank Quarterly Tax Return, Tax Return and Audit Invoice.



Invoice – This option will allow the user to print a copy of any available invoice. Enter the requested information in the required fields and click “Proceed.” The history of supplements for the fleet will appear. Click the Client ID for the desired supplement and then click “Proceed.” The invoice will be displayed. Click the print icon to send the document to the Windows default printer.

Below is a sample IFTA Invoice



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL FUEL TAX AGREEMENT
P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

IFTA BILLING INVOICE

To : DUMMY CARRIER FOR TEST
DBA :
Address : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

Invoice # : 377533
Invoice Date : 04/11/2011
License # : AL12345678901
Client # : 18916
Fleet # : 1
Supplement # : 0
Registration Year : 2011
Supplement Type : NEW ACCOUNT
Number of Decals : 2

FEE TYPES	AMOUNT	TOTAL
Decal Fees	\$ 34.00	
Total Supplement Amount		\$ 34.00
Client Credit Consumed	\$ 0.00	
Total Supplement Due		\$ 34.00

ANY PAYMENT OF \$750 OR MORE MUST BE REMITTED ELECTRONICALLY. PAYMENTS LESS THAN \$750 MAY BE MADE BY PERSONAL CHECK, CERTIFIED CHECK, CASHIERS CHECK, OR MONEY ORDER. PAYMENTS MADE IN PERSON MAY INCLUDE CASH AND CREDIT CARDS. **DO NOT SEND CASH IN THE MAIL.** PLEASE MAKE CHECKS PAYABLE TO: **ALABAMA DEPARTMENT OF REVENUE.**

MISSING/INCORRECT INFORMATION

OUTSTANDING LIABILITY.

DELINQUENT IFTA QUARTERLY FUEL USE TAX RETURN(S).

INCOMPLETE APPLICATION FORM. PLEASE COMPLETE HIGHLIGHTED AREAS ON THE FORM.

POWER OF ATTORNEY FORM WAS NOT SUBMITTED.

OTHER - SEE ATTACHED.

Please go to our website at <https://amcprod.celtic.bz/mcs> to electronically pay for your transaction and print your credentials..

Please note any documents required to complete the transaction for the taxpayer will be marked with an XX in the list of documents above.

Permit – This option will provide a copy of any temporary permit available. The boxes with the asterisk “*” must be filled in. Next click “Proceed.” The history of supplements for the fleet will appear. Click the Client ID for the desired supplement and then click “Proceed.” The document will be displayed. Click the print icon to send the document to the Windows default printer.

Below is a sample IFTA Temporary Permit



ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL FUEL TAX AGREEMENT

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

30-DAY IFTA TEMPORARY DECAL PERMIT

LICENSE :	DUMMY CARRIER FOR TEST	LICENSE # :	AL12345678901
Address :	50 N. RIPLEY STREET	CLIENT # :	18916
	MONTGOMERY, AL 36104	FLEET # :	1
		EXPIRE YEAR :	2011
PERMIT # :	115-19-1213-280517	ISSUE CLERK :	DJENKREV
ISSUE DATE :	04/11/2011	EXPIRE DATE :	05/11/2011

THE ABOVE LICENSEE HAS AUTHORITY TO OPERATE THE FOLLOWING:

YEAR : 2002
MAKE : INTL
VIN : 1HTMMAANX2H404727

THIS PERMIT IS ISSUED UNDER THE TERMS OF THE INTERNATIONAL FUEL TAX AGREEMENT AND IS VALID FOR VEHICLES OPERATED BY THE LICENSEE IN ALL IFTA JURISDICTIONS. THIS PERMIT MUST BE ACCOMPANIED BY AN IFTA LICENSE AND CARRIED IN THE VEHICLE IDENTIFIED ABOVE.
THIS PERMIT IS NOT TRANSFERABLE.

License – This option will provide a copy of the taxpayer’s license, which must be kept in the cab of the vehicle. Enter the information in the required fields and click “Proceed.” The history of supplements for the fleet will appear. Click the Client ID for the desired supplement and then click “Proceed.” The document will be displayed. Click the print icon to send the document to the Windows default printer.

Below is a sample IFTA License



**ALABAMA DEPARTMENT OF REVENUE
MOTOR VEHICLE DIVISION
INTERNATIONAL FUEL TAX AGREEMENT**

P.O. Box 327620 • Montgomery, AL 36132-7620 • (334) 242-2999
(www.revenue.alabama.gov)

IFTA LICENSE

IFTA License #	Effective Date	Expiration Date
AL12345678901	04/11/2011	12/31/2011

Licensee : DUMMY CARRIER FOR TEST

DBA :

Address : 50 N. RIPLEY STREET
MONTGOMERY, AL 36104

This license is issued under the terms of the INTERNATIONAL FUEL TAX AGREEMENT (IFTA) and is valid for vehicles operated by the licensee in all IFTA jurisdictions.

The Alabama IFTA license and decals serve as proof that you have registered under the IFTA provisions with the State of Alabama. Please make legible copies of this license and place one in each IFTA qualified vehicle. This license is not transferable between carriers. Each qualified motor vehicle will be issued two (2) fuel decals. One decal must be placed on the exterior portion of both the passenger and driver side of each vehicle. Failure to display the fuel decals in the required location may result in the issuance of a citation and or additional fuel purchase requirements.

In accordance with Alabama Department of Revenue Administrative Rule 810-5-9-.10, IFTA Quarterly Fuel Tax Returns, you are required to electronically file an International Fuel Tax Agreement (IFTA) quarterly fuel use tax return. A tax return must be filed even if you do not operate during the reporting period.

You are required to maintain mileage, fuel, and bulk storage records to support the information reported. You must retain these records and copies of the tax returns for a period of four (4) years from the due date of the return or the date the return was filed, whichever is later.

You may cancel the IFTA account by submitting a written request for cancellation. The department will cancel the account provided no liabilities or delinquent returns are outstanding. Please include your account number on all correspondence forwarded to the Motor Vehicle Division office.

Carriers renewing their IFTA license and decals have a two-month grace period (January and February) to display the renewal IFTA license and decals. To operate in IFTA jurisdictions during this grace period, carriers must display either valid current or prior year IFTA license and decals from the jurisdiction in which they were operating or a valid single trip permit from the IFTA jurisdiction in which they are operating.

Should you have any questions regarding IFTA requirements, please contact motor carrier services at (334) 242-2999.

Blank Quarterly Tax Return – This option will provide a copy of a blank quarterly tax return. Jurisdiction tax rates and mileage/fuel exemptions are available at www.iftach.org. The blank return is also available from the ADOR website at www.revenue.alabama.gov / Divisions and Services – Motor Vehicle/ Forms- IRP/IFTA.

Select the box for Blank Report and select the return to be printed from the drop down box and click “Next.” A blank return for the selected return year, return quarter, and fuel type will be displayed. Click the print icon to send the document to the Windows default printer.

To view a blank return that includes specific taxpayer information, choose the box for Select Carrier. Enter the taxpayer identification number or client id number and fleet number into the additional boxes that appear. Select the return to be printed from the drop down box and click “Next.” A return for the selected return year, return quarter, and fuel type will be displayed with the taxpayer’s account information. Click the print icon to send the document to the Windows default printer.

Tax Return –This option will provide a copy of the taxpayer’s quarterly tax returns. Enter the taxpayer identification number (TIN) or Client ID number and a list of the IFTA quarterly tax returns filed by the taxpayer will be displayed. Select the return to be viewed and click “View” to display the return. A specific tax return can be selected and printed by entering the return year and quarter. Click the print icon to send the document to the Windows default printer.